

# North Carolina Immunization Registry (NCIR)

## Adding and Editing New Immunizations

### User Guide

Last Updated: September 30, 2021



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



NCDHHS COVID-19 Response


# New vs. Historical Immunizations

## New vs. Historical Immunizations (1 of 2)

- Immunizations are documented as “new” or “historical” depending on whether or not they were given using inventory managed in the NCIR.

***Inventory managed in the NCIR:*** Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory**.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.
- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**.

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HenA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	


## New vs. Historical Immunizations (2 of 2)

### New Immunization Entry

- Public doses (all public inventory is required to be managed in the NCIR)
- Private doses from private inventory that you opted to manage in the NCIR

### Historical Immunization

- Private doses from private inventory **NOT** managed in the NCIR
- Immunizations entered from valid immunization records

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HenA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	

# Steps for Adding New Immunizations

## Step 1 of 4: Navigate to Client Record

1. Locate client record.
2. Select **History/Recommend**.

**Personal Information - Client ID: 5999144**

*Last Name	WONKA
*First Name	WILLIE
Middle Name	
*Mother's Maiden Last	
*Mother's First Name	

Notice  
NOTE: Fields marked with an asterisk \* are required.

Save  
History/Recommend  
Reports  
Cancel

Once you have located your client's record, you can start documenting new immunizations by selecting the: **History/Recommend** button.

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 05/18/2009

**Client Information**   **Responsible Person(s)**   **Client Comment(s)**

<b>Eligibility</b> Verification Date: Eligibility as reported by Responsible Person:	<b>Provider Organization Specific Data</b> Chart # 5678 Status: Active
Ethnicity: Unknown	
Race: Unknown	

### Audience

Typical User

Inventory  
Control

Administrator

## Step 2 of 4: Choose Method of Entering Immunization

There are 2 ways to enter a live immunization from inventory.

### 1. New Immunization Entry

### 2. Add Selected

Both options will take you to the same entry screen. However, you must select the vaccines that you would like to document manually when **New Immunization** is clicked. **Add Selected** will add the selected immunizations (via the green check marks) automatically for you.

Client Information - Client ID: 5999144

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
WILLIE WONKA	05/01/2006	M		ACIP	5678
Address		123 elm street, RALEIGH, NC 27606			
Comments					

History New Immunization Entry **New Immunization Entry** Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	

Current Age: 3 years, 19 days

Vaccines Recommended by Selected Tracking S **Add Selected** Add Selected

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	DTP/aP	11/04/2007	11/04/2007	12/04/2007	04/30/2013
<input checked="" type="checkbox"/>	HepA	05/01/2007	05/01/2007	05/01/2025	
	HepB				Complete
<input checked="" type="checkbox"/>	Hib	05/01/2007	05/04/2007	09/01/2007	04/30/2011
<input checked="" type="checkbox"/>	Influenza	11/01/2006	11/01/2006	05/01/2007	04/30/2025
<input type="checkbox"/>	Meningo	05/01/2017	05/01/2017	05/01/2021	04/30/2025
<input checked="" type="checkbox"/>	MMR	05/01/2007	05/01/2007	09/01/2007	
<input checked="" type="checkbox"/>	PneumoConjugate 7	06/12/2006	07/01/2006	08/01/2006	04/30/2011

### Audience

Typical User

Inventory Control

Administrator

## Step 3 of 4: Enter Live Immunization Details

1. Choose your organization in the **Organization Site** drop down box
2. Choose your **Ordering Authority**
3. Choose who administered the shot

**Current Age: 3 years, 19 days**

Active immunization inventory on : 05/20/2009 OK Cancel

Unselect All **Defaults for new immunizations**

Immunization	* New
DTP/aP	<input checked="" type="checkbox"/>
HepA	<input type="checkbox"/>
HepB	<input type="checkbox"/>
Hib	<input type="checkbox"/>
HPV	<input type="checkbox"/>
Meningo	<input type="checkbox"/>
MMR	<input type="checkbox"/>
PneumoConjugate 7	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>
Td	<input type="checkbox"/>
Tdap	<input type="checkbox"/>
Varicella	<input type="checkbox"/>

Organization Site: Joy's Test Org ▼

Ordering Authority: Doctor, Head ▼

Administered By: Sampson, Brock ▼

Date Entered: 05/20/2009 📅 Activate Expired

*Make sure the vaccine is selected*

### Audience

Typical User

Inventory  
Control

Administrator



## Step 3 of 4: Enter Live Immunization Details (cont.)

4. Choose the **date** the shot was administered either by typing in the date or clicking on the calendar. (Note: you can leave the date administered box empty and it will default to the current date)
5. When you click on the calendar it will pop up and default to the current day. Click **OK**.
6. When you're finished click **OK**.

Current Age: 3 years, 19 days

When you're finished, click **OK** to continue documenting


Unselect All Defaults for new immunizations

Immunization	* New
DTP/aP	<input checked="" type="checkbox"/>
HepA	<input type="checkbox"/>
HepB	<input type="checkbox"/>
Hib	<input type="checkbox"/>
HPV	<input type="checkbox"/>
Meningo	<input type="checkbox"/>
MMR	<input type="checkbox"/>
PneumoConjugate 7	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>
Td	<input type="checkbox"/>
Tdap	<input type="checkbox"/>
Varicella	<input type="checkbox"/>

Organization Site: Joy's Test Org

Ordering Authority: Doctor, Head

Administered By: Sampson, Brock

Date Administered: 05/20/2009 

When you click on the calendar it will pop up and default to the current day. Click **OK**

### Audience

Typical User

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## Step 3 of 4: Enter Live Immunization Details (cont.)

You must first verify the patient's Eligibility by selecting from the drop down box. You will not be able to progress past this screen without completing this step. The choices in the drop down box are the same choices that were available on the VAL forms.

Click 'OK' once you are finished.

OK Cancel

**New Immunizations (1)**

**Date Provided** 05/20/2009 **Ordering Authority** Medicaid

**Eligibility as reported by Responsible Person:**

Immun	Volume	Body Site	Route	Administered By	Remove
Pediarix\AC216584AA\state		left thigh	intramuscular	Sampson, Brock	<input type="checkbox"/>
KINRIX\Test State\state					
Pediarix\AC216584AA\state					
Tripedia\AB32434AA\private					
Tripedia\U1985CA\state					
Tripedia\U20531AA\private					

**VIS Publication Dates for New Immunizations**

Vaccine	Publication Date
Pediarix\AC216584AA\state)	
Pediarix DTP/aP:	05/17/2007
Pediarix HepB:	07/18/2007
Pediarix Polio:	01/01/2000

Choose your **Trade Name and Lot Numbers** by clicking on the drop down arrow. **State supplied vaccine is in blue and Private supply vaccine is in black.**

Choose your **Body Site** the same way- **click on the drop down box and choose your site.**

Notice that as you choose vaccines, the VIS Publication Date will display at the bottom with the most current date. You can choose the date of the actual copy that the patient received by clicking on the drop down box.

### Audience

Typical User

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Administrator

## Step 4 of 4: Review Submissions

The shots that you have entered will appear under the **History** section on the **History/Recommend** screen.

**Client Information - Client ID: 5999144**

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
WILLIE WONKA	05/01/2006	M		ACIP	5678
Address		123 elm street, RALEIGH, NC 27606			
Comments					

**History** [New Immunization Entry](#) [Historical Immunization](#) [Edit Client](#) [Reports](#) [Print](#) [Print Confidential](#)

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	<a href="#">09/04/2006</a>	1 of 5					Yes	
	<a href="#">11/04/2006</a>	2 of 5					Yes	
	<a href="#">05/04/2007</a>	3 of 5					Yes	
	<a href="#">05/20/2009</a>	4 of 5	Pediarix ®	Full				
HepB	<a href="#">05/01/2006</a>	1 of 3					Yes	
	<a href="#">11/04/2006</a>	2 of 3					Yes	
	<a href="#">05/02/2007</a>	3 of 3					Yes	
	<a href="#">05/20/2009</a>		Pediarix ®	Full				
Hib	<a href="#">07/02/2006</a>	1 of 4					Yes	
	<a href="#">09/04/2006</a>	2 of 4					Yes	
	<a href="#">11/04/2006</a>	3 of 4					Yes	
Polio	<a href="#">07/02/2006</a>	1 of 4					Yes	
	<a href="#">09/04/2006</a>	2 of 4					Yes	
	<a href="#">11/04/2006</a>	3 of 4					Yes	
	<a href="#">05/20/2009</a>	4 of 4	Pediarix ®	Full				

### Audience

Typical User

Inventory  
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Administrator

# Editing New Immunizations

## Editing a Live Immunization

1. From the **Edit** screen you can change the following information for a live vaccine that your facility has administered:
  - Date Provided
  - Ordering Authority
  - Administered By
  - Body Site
  - Administered Route
  - Eligibility
2. You are also able to add **Reactions to IMMUNIZATION** on this page by selecting the corresponding reaction at the bottom of the screen.

**Edit Immunization**

Vaccine Group: DTP/aP - HepB - Polio  
Vaccine Display Name: DTaP/Polio/Hep B  
Trade Name: Pediarix  
Vaccine Lot Number: AC216584AA / state  
Dose Size: .5 mL  
Dosage From Inventory: Full  
Inadequate Dose: ☐  
Date Provided: 05/20/2009  
Eligibility as reported by Responsible Person: Medicaid  
Date VIS Presented: 05/20/2009  
Ordering Authority: Doctor, Head  
Administered By: Sampson, Brock  
Body Site: left thigh  
Administered Route: intramuscular  
Disregard Primary Series: N  
VIS Publication Date for DTP/aP: 05/17/2007  
VIS Publication Date for HepB: 07/18/2007  
VIS Publication Date for Polio: 01/01/2000  
Entered by Site: Joy's Test Org  
Input Source of Record: Created through User Interface  
Coverage Violation Indicator: No  
*NOTE: Fields marked with an asterisk \* are required.*

**Reactions TO IMMUNIZATION**

**General for all vaccines**

☐ Allergic reaction to this vaccine or to any of its unlisted vaccine components (anaphylactic)

**DTaP, DTP, or any pertussis-containing vaccine**

☐ Persistent inconsolable crying lasting 3 hours or more within 48 hours

☐ Fever  $\geq 40.5^{\circ}$  ( $105^{\circ}$  F) within 48 hours

☐ Collapse or shock-like State within 48 hours

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Inventory Control

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# Where to Go for More Help?



## Questions?

### **Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

### **NC Vaccines Help Desk**

1-877-873-6247

*(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)*

[https://ncgov.servicenowservices.com/csm\\_vaccine?id=immunizations&sys\\_id=69f035b11b037c9099510f6fe54bcbee](https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee)

# Appendix



## NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager